



WESS Safety Authority



WESS
Module
SA-1

SA Functions
Process Pending
Account
Requests



Email Notification of Account Requests

From: safe-wessadmin@navy.mil Sent: Mon 2/8/2010 11:27 AM
To: Authority, Safety LT; Authority, Safety CIV
Cc:
Subject: Pending Access Request, Approval Required (UIC_CHANGE) - DO NOT REPLY

A new Pending Access Request needs your approval. Please log into WESS
(<https://wessalpha.safetycenter.navy.mil:7443/collective>) and address this request.

Doe, Jane LT, request to change UIC : N63393

Please note the individual requesting this account may have a requirement to log into WESS but will not be able to do so until this request has been authorized and processed. Once you have provided authorization for this request, it will be forwarded to the Naval Safety Center for processing.

This request will expire if it has not been authorized prior to Wed, 10 March at 1127 EST.

-- Naval Safety Center

When an individual submits a request to establish a WESS Account, WESS automatically sends an Email Notification to you, as the Safety Authority.

The Email notifies you there is a New Account request requiring review. Use the link provided to gain access to the pending account requests.



WESS Account Management


Web Enabled Safety System (WESS)

Safety Mishap Analysis & Retrieval Tool (SMART)

Our powerful analytics engine enables you to search and analyze mishap data with all of the features you would expect from a modern data mining solution.

- ✓ Ad-hoc Query
- ✓ Data Export
- ✓ Result Filters
- ✓ Interactive Charts

Enter search criteria



Account Maintenance
Access Requests

Select Mishap/Hazard Reporting to access SA Maintenance

Mishap/Hazard Reporting
Enter and edit safety mishaps and hazards. Conduct injury verification of mishap data.

Dive/Jump
Manage dive logs and jump manifests. Ensure qualifications and training are maintained.

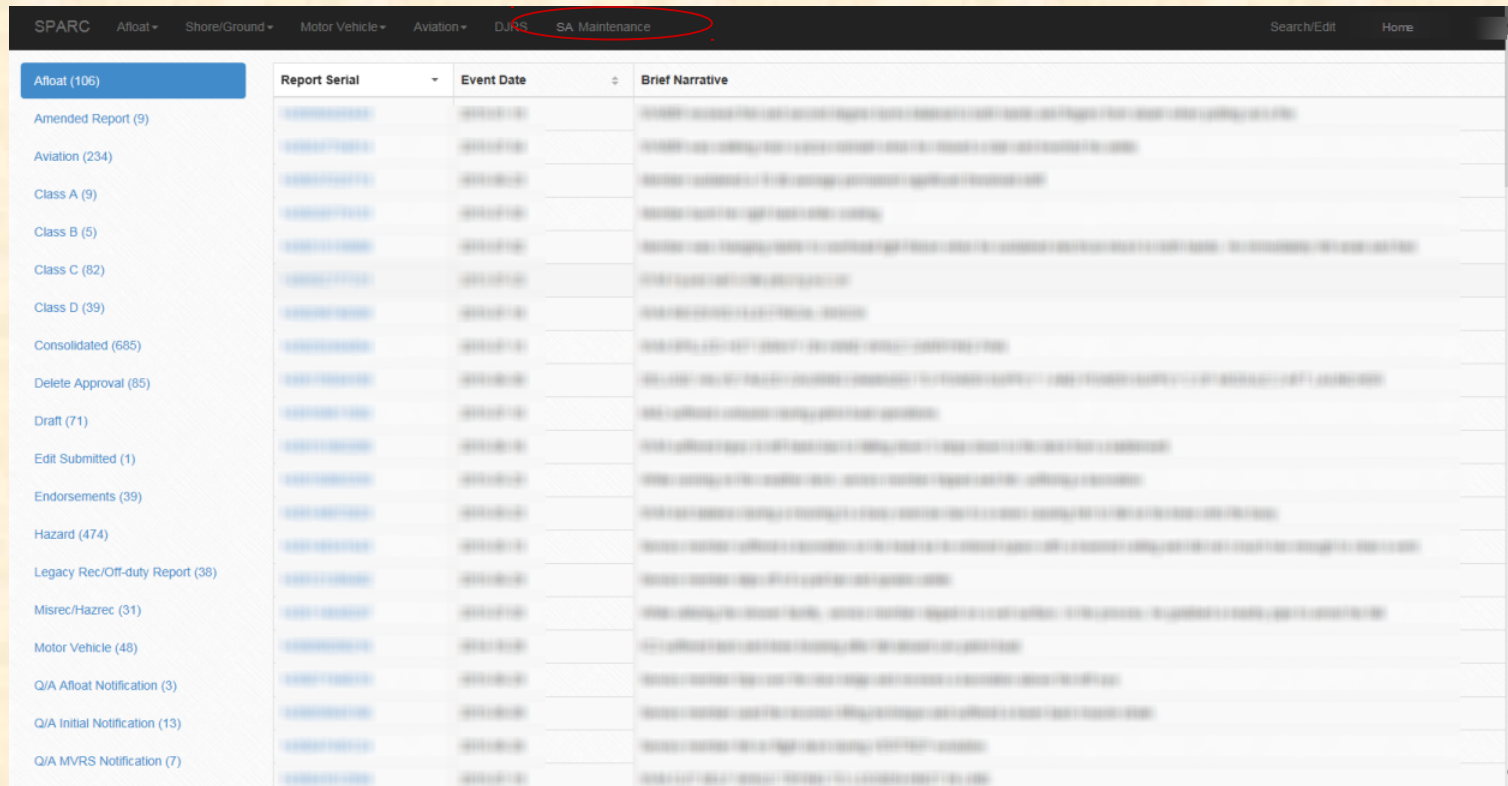
SMART Mishap Search
Ad-hoc search and analysis of safety mishap data. Export mishap data in multiple formats.

Jasper Reports
Run formatted print-ready mishap reports. Export report data in multiple formats.

Another way to gain access to account requests is to log into WESS and click on the “Maintain Account” link.



WESS Account Management



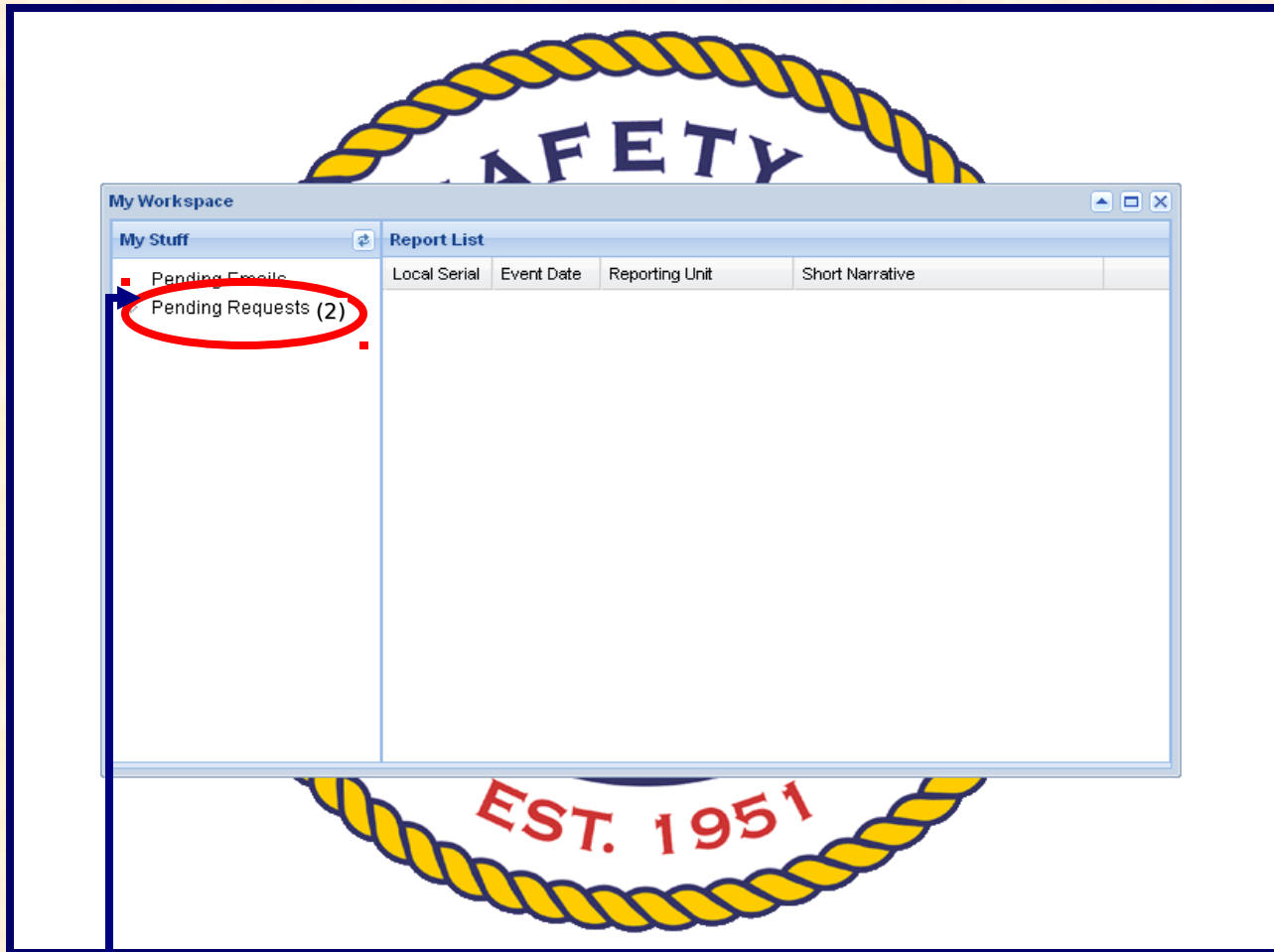
The screenshot displays the WESS Account Management interface. The top navigation bar includes links for SPARC, Afloat, Shore/Ground, Motor Vehicle, Aviation, DJRS, and SA Maintenance. The 'SA Maintenance' link is circled in red. Below the navigation bar, a sidebar on the left lists various report categories, with 'Afloat (106)' selected. The main content area shows a table with columns for Report Serial, Event Date, and Brief Narrative. The table contains 10 rows of data, each representing a report entry.

Report Serial	Event Date	Brief Narrative
10000000000000000000	2023-01-01	10000000000000000000
10000000000000000000	2023-01-01	10000000000000000000
10000000000000000000	2023-01-01	10000000000000000000
10000000000000000000	2023-01-01	10000000000000000000
10000000000000000000	2023-01-01	10000000000000000000
10000000000000000000	2023-01-01	10000000000000000000
10000000000000000000	2023-01-01	10000000000000000000
10000000000000000000	2023-01-01	10000000000000000000
10000000000000000000	2023-01-01	10000000000000000000
10000000000000000000	2023-01-01	10000000000000000000

Another way to gain access to account requests is to log into WESS and click on the “SA Maintenance” link.



WESS Account Management



**Click on "Pending Requests(#)" to
open the next screen.**



List Pending Account Requests

Click on the line of an account request to begin the approval of the account.

UIC	Name	Email
N63393	Safe, Izzy	izzy.safe@navy.mil
N63393	Doe, Jane E	jane.doe@navy.mil

Click on UIC, Name or Email in the header line to reorder requests if desired.

The Pending Request screen contains pending WESS account requests under your authority awaiting Safety Approval.



Pending Account Review

**Customer
Information**

**Requested
subsystem
access**

Change Request [N63393] - Request Contact Information

First Name:	Jane	Sub-Systems:	<input type="checkbox"/> Afloat
Middle Name:	E		<input checked="" type="checkbox"/> Aviation
Last Name:	Doe		<input type="checkbox"/> Aviation Data Entry
Rank:	LT		<input type="checkbox"/> Aviation Endorser
Reason for Account:	Mishap Entry		<input type="checkbox"/> Aviation Notification
UIC:	N63393		<input type="checkbox"/> Developer
Email:	jane.doe@navy.mil		<input type="checkbox"/> Dive Jump Reporting System
Telephone Number:	(757) 444-3520 EXT 7000		<input type="checkbox"/> Shore
DSN Telephone Number:	564-3520 EXT 7000		

Approve Reject

You should review all of the information on this screen. You may update information in certain fields. If the email address is not the requestor's official email address, the request should be rejected. Commercial email addresses can only be used if authorized by the requestor's command. Yahoo, Hotmail, or other such commercial Email addresses are not authorized.



Privilege Assignment

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
- ☐ Aviation Data Entry
- ☐ Aviation Endorser
- ☐ Aviation Notification
- ☐ Dive Jump Reporting System
- ☐ Shore

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
- ☒ Aviation Data Entry
- ☐ Aviation Endorser
- ☒ Aviation Notification
- ☐ Dive Jump Reporting System
- ☐ Shore

The requestor identified which subsystem(s) they want to access. Those are identified with checks in the checkbox. You will need to identify which privileges the requestor may have within those subsystems and grant those by placing checks in the corresponding checkboxes.

Subsystem Access Denial

Sub-Systems:

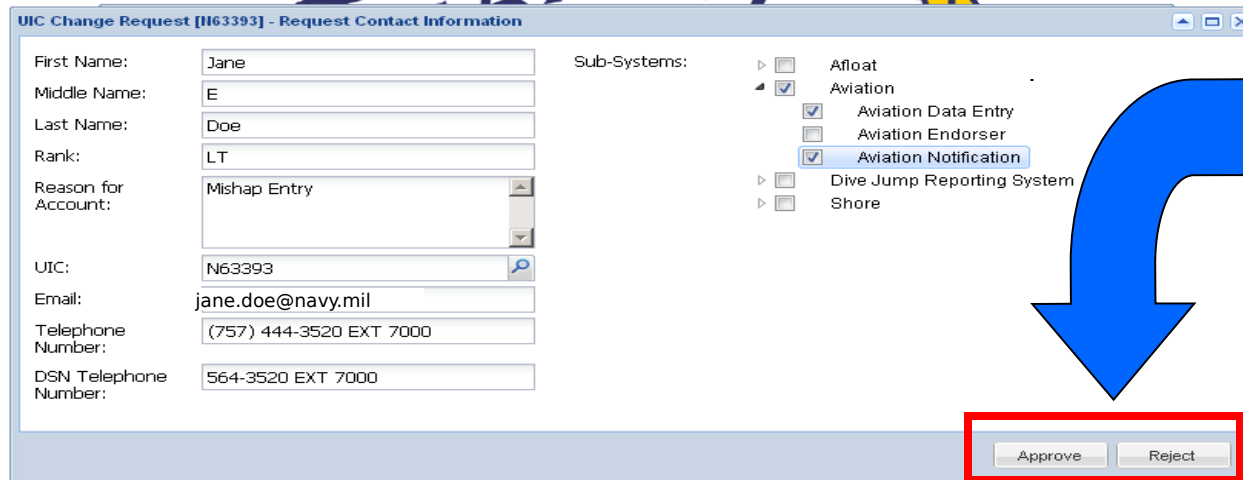
- ▶ ☐ Afloat
- ▶ ☒ Aviation
 - ☐ Aviation Data Entry
 - ☐ Aviation Endorser
 - ☐ Aviation Notification
- ▶ ☒ Dive Jump Reporting System
 - ☐ DJRS Logging
- ▶ ☐ Shore

Sub-Systems:

- ▶ ☐ Afloat
- ▶ ☒ Aviation
 - ☐ Aviation Data Entry
 - ☐ Aviation Endorser
 - ☐ Aviation Notification
- ▶ ☐ Dive Jump Reporting System
- ▶ ☐ Shore

If a customer requests access to a subsystem, you feel they should not have access to, you may uncheck the checkbox for that subsystem. The account will be created only for those systems that are checked when the account is approved.

Approval Action



UIC Change Request [H63393] - Request Contact Information

First Name: Jane
Middle Name: E
Last Name: Doe
Rank: LT
Reason for Account: Mishap Entry
UIC: N63393
Email: jane.doe@navy.mil
Telephone Number: (757) 444-3520 EXT 7000
DSN Telephone Number: 564-3520 EXT 7000

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
 - ☒ Aviation Data Entry
 - ☐ Aviation Endorser
 - ☒ Aviation Notification
- ☐ Dive Jump Reporting System
- ☐ Shore

Approve **Reject**

At this point you can either Approve or Reject the account request.

If you click Approve, the account request is forwarded to a WESS Designated Authority (DA)/WESS Administrator (WA) for final approval and creation.

If you Reject the account request, you will be prompted to update your SA comments, which will be emailed to the requestor and the account request will be deleted from WESS.

Validation Error



The screenshot shows a web application window titled "UIC Change Request [I163393] - Request Contact Information". The form contains the following fields:

- First Name: Jane
- Middle Name: E
- Last Name: Doe
- Rank: LT
- Reason for Account: Mishap Entry
- UIC: N63393
- Email: jane.doe@navy.mil
- Telephone Number: (757) 444-3520 EXT 7000
- DSN Telephone Number: 564-3520 EXT 7000

On the right side, under "Sub-Systems:", there is a tree view with "Afloat" expanded, showing "Aviation" checked. Other sub-systems include "Aviation Data Entry", "Aviation Endorser", "Aviation Notification", and "Dive Jump Reporting System".

A "Validation Failed" dialog box is overlaid on the form, displaying a yellow warning icon and the text: "Validation failed. Please correct the problem(s) and resubmit". The dialog has an "Ok" button.

At the bottom right of the form, there are "Approve" and "Reject" buttons.

The background of the slide features a yellow rope border with the word "SAFETY" at the top and "EST. 1951" at the bottom.

If you click on the Approve button without identifying any privileges for a subsystem that is checked, you will receive a validation error. Simply click OK and check the privileges to be granted to the customer.

Approval Comments

The screenshot shows a software window titled "UIC Change Request [H63393] - Request Contact Information". The window contains several input fields for user information: First Name (Jane), Middle Name (E), Last Name (Doe), Rank (LT), Reason for Account (Mishap Entry), UIC (N63393), Email (jane.doe@navy.mil), Telephone Number ((757) 444-3520 EXT 7000), and DSN Telephone Number (564-3520 EXT 7000). To the right of these fields is a "Sub-Systems:" section with a tree view containing "Afloat", "Aviation", "Aviation Data Entry", "Aviation Endorser", "Aviation Notification", "Jump Reporting System", and "re". The "Aviation" and "Aviation Data Entry" items are checked. Overlaid on top of the main window is a smaller pop-up window titled "Approve Request Justification". This pop-up has a "Comments:" label and a text area containing the text "Data Entry and COI Notificaiton granted by Safety Authority on 05 Mar 2010." Below the text area are two buttons: "Approve Request" and "Cancel". At the bottom right of the main window, there are two buttons: "Approve" and "Reject". The background of the slide features a yellow rope border and the text "SAFETY" and "EST. 1951".

If you Approve the request and no errors exist, you will be prompted to enter comments in the Approve Request Justification pop-up. These comments are required and will be stored and forwarded to a WESS DA and WA for final approval and creation of the account.

Complete Approval

The screenshot shows a web application window titled "UIC Change Request [H63393] - Request Contact Information". The window contains a form with the following fields:

- First Name: Jane
- Middle Name: E
- Last Name: Doe
- Rank: LT
- Reason for Account: Mishap Entry
- UIC: N63393
- Email: jane.doe@navy.mil
- Telephone Number: (757) 444-3520 EXT 7000
- DSN Telephone Number: 564-3520 EXT 7000

On the right side of the window, there is a "Sub-Systems:" section with a list of checkboxes:

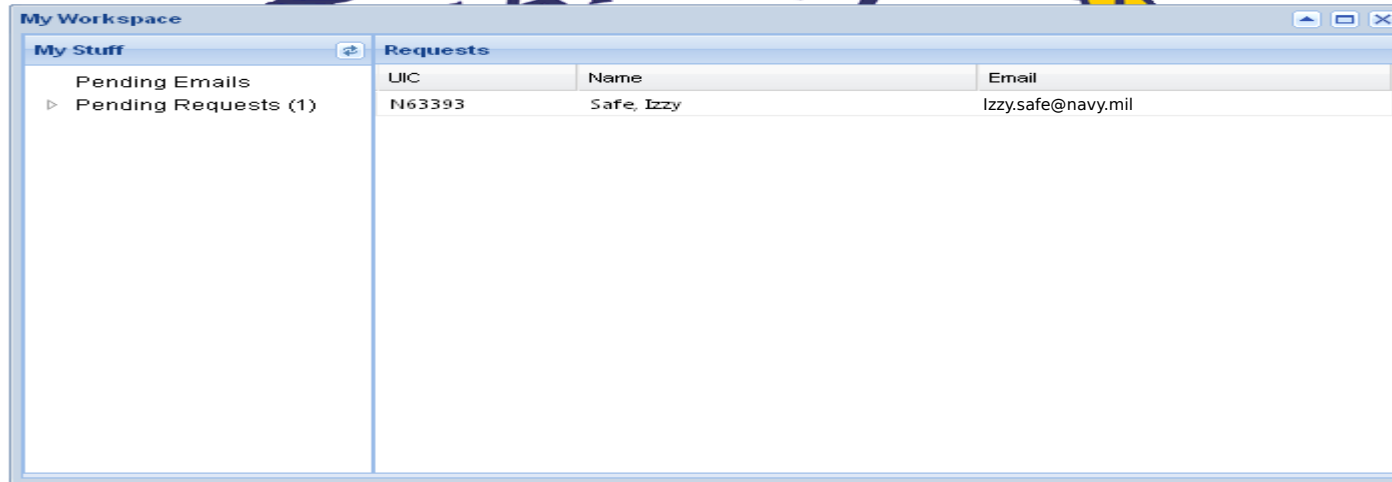
- ☐ Afloat
- ☒ Aviation
- ☒ Aviation Data Entry
- ☒ Aviation Endorser
- ☒ Aviation Notification
- ☒ Jump Reporting System

An "Approve Request Justification" pop-up window is displayed in the center. It has a "Comments:" label and a text area containing the text: "Data Entry and COI Notificaiton granted by Safety Authority on 05 Mar 2010." Below the text area are two buttons: "Approve Request" and "Cancel". A red rectangle highlights these two buttons. A blue arrow points from the "Cancel" button to the "Approve" and "Reject" buttons at the bottom right of the main window.

At the bottom right of the main window, there are two buttons: "Approve" and "Reject".

You can click Cancel from the Approve Request Justification pop-up and return to the request page, or you can click Approve Request to complete the account approval process.

WESS Account Approved



UIC	Name	Email
N63393	Safe, Izzy	Izzy.safe@navy.mil

Note the pending account request is no longer visible.

Approval Email to Requestor

From: safe-wessadmin@navy.mil

Sent: Fri 3/5/2010 3:24 PM

To: Doe, Jane LT

Cc:

Subject: WESS Access Request Approved (JIC: N63393) - DO NOT REPLY

Your Safety Authority has approved your request for a WESS account. The request has been forwarded to the Naval Safety Center for processing. As your request continues through the approval process, you will be notified by email.

If you requested access to multiple subsystems, you will receive email notification as the authority for each subsystem reviews the request. Depending on the availability of the subsystem authorities, there may be a delay in the processing between the multiple requests.

-- Naval Safety Center

Once the request receives SA approval, the requestor will be notified via email that their request has received SA approval and has been forwarded to NAVSAFECEN.



Rejecting a WESS Account Request

The screenshot displays a web-based interface for managing UIC (Unique Identification Code) change requests. The main window is titled "UIC Change Request [H63393] - Request Contact Information". It contains several input fields for user details: First Name (Jane), Middle Name (E), Last Name (Doe), Rank (LT), Reason for Account (Mishap Entry), UIC (N63393), Email (jane.doe@navy.mil), Telephone Number (757-444-3520 EXT 700), and DSN Telephone Number (564-3520 EXT 7000). To the right, there is a "Sub-Systems" section with a tree view showing "Afloat" (expanded) and "Aviation" (selected). Below this, a list of systems includes "Aviation Data Entry", "Aviation Endorser", "Aviation Notification", "Jump Reporting System", and "re". At the bottom of the main window are "Approve" and "Reject" buttons. A "Reject Request Justification" pop-up window is overlaid on the main form. It has a "Comments:" label and a text area containing the text: "Please resubmit this request using your Aviation squadron UIC." Below the text area are "Reject Request" and "Cancel" buttons. The background of the interface features a yellow rope border with the word "SAFETY" at the top and "EST. 1951" at the bottom.

If you choose to reject the entire account request, you will be prompted to enter comments in the Reject Request Justification pop-up. These comments will be recorded and sent back to the customer via email message.

Complete Rejection of Request

The screenshot shows a web application interface for managing UIC (Unique Identification Code) change requests. The main form is titled "UIC Change Request [1163393] - Request Contact Information". It contains fields for personal and contact information, a list of sub-systems, and buttons for "Approve" and "Reject". A "Reject Request Justification" pop-up window is displayed over the main form, containing a text area for comments and two buttons: "Reject Request" and "Cancel". A red rectangle highlights the "Reject Request" button, and a blue arrow points from it towards the explanatory text below the screenshot.

UIC Change Request [1163393] - Request Contact Information

First Name: Jane
Middle Name: E
Last Name: Doe
Rank: LT
Reason for Account: Mishap Entry
UIC: N63393
Email: jane.doe@navy.mil
Telephone Number: 757-444-3520 EXT 700
DSN Telephone Number: 564-3520 EXT 7000

Sub-Systems:

- ☐ Afloat
- ☒ Aviation
- ☐ Aviation Data Entry
- ☐ Aviation Endorser
- ☐ Aviation Notification
- ☐ Jump Reporting System

Reject Request Justification

Comments:
Please resubmit this request using your Aviation squadron UIC.

You can click Cancel from the Reject Request Justification pop-up and return to the request page, or you can click Reject Request to complete the disapproval of the account request.

Rejection Email to Requestor

From: safe-wessadmin@navy.mil

Sent: Fri 3/5/2010 4:18 PM

To: Doe, Jane LT

Cc:

Subject: WESS Access Request Rejected - DO NOT REPLY

Your WESS Access Request (Doe, Jane LT, request to change UIC : N63393) has been rejected. The following comment was noted: 'Please resubmit this request using your Aviation squadron UIC.'

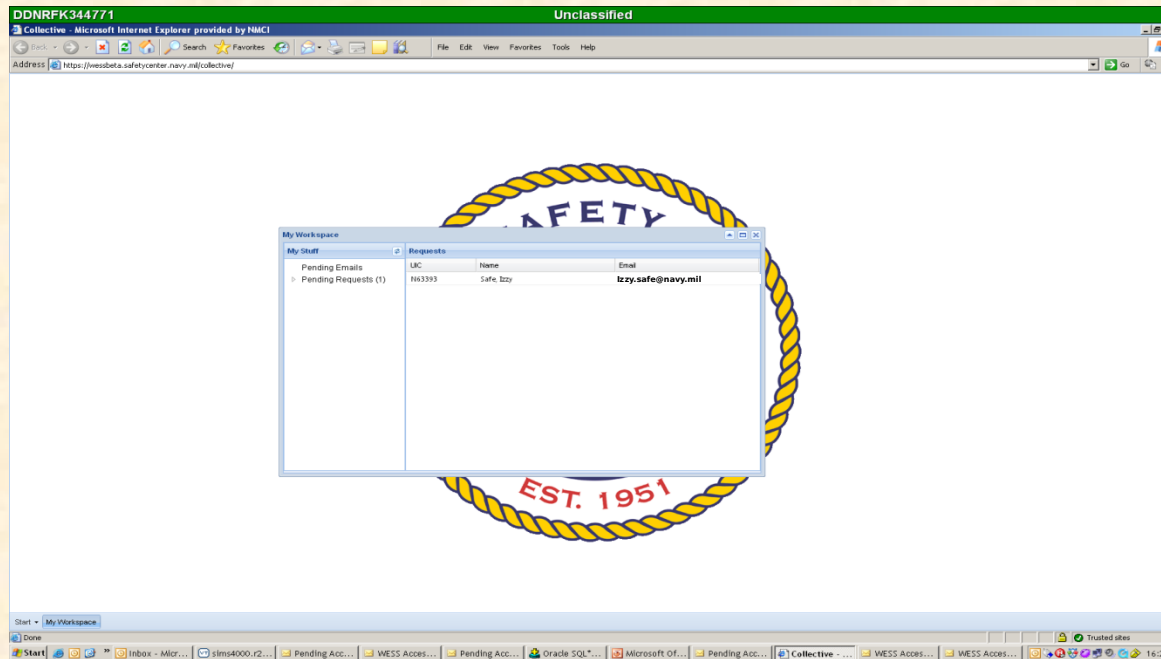
If you would like further explanation you may contact the Safety Authority for your UIC. If you do not know the POC for your Safety Authority you may contact the WESS help desk at (757) 444-3520 ext. 7048 (DSN 564) during normal business hours, Monday-Friday, 0800 to 1630 EST.

-- Naval Safety Center

The requestor receives the above Email with your comments and the account request is deleted from WESS.



Return to Account Management



Upon completion of Approval or Rejection of an account request, you will be returned to the Pending Request page. You may begin approval of remaining accounts, or you may exit the Access Management Module by clicking on the “X” in the top right corner.

Module Complete

This is the end of this Module.

Click here to Return to Table of Contents or
Proceed to
Module SA-2 - Modify Existing User Accounts

